



The Mark of Quality for Careers Education and Guidance PLATINUM AWARD

## YOUR ENTITLEMENT TO CAREERS EDUCATION & GUIDANCE (PART OF PERSONAL DEVELOPMENT DAYS.) IN YEAR 12

In Year 12 you will be provided with the following Careers learning

- A taught programme of Careers Education and Guidance delivered through personal Development Days, a Tutor taught programme which will enable you to engage in:

SELF DEVELOPMENT: Learning Activity	TERM	Skills	Learning Outcomes		
<p><b>Self-Awareness:</b> Attend personal statement presentation to understand how to present yourself in a positive light and stand out from the rest in a written document.</p> <p>Take part in Personal statement workshop to enhance chances of university offer or employment.</p> <p>Attend personal profile and networking seminars to increase self-awareness for employability</p>	Summer	<p><b>GB5/7:SD1:</b> <i>Assess how you are changing and be able to match your skills interest's values to opportunities in learning &amp; work</i></p> <p>Reviewing            Reflecting Qualities            Decision making Questioning        Skills</p>	<b>I understand some of this</b>	<b>I understand most of this</b>	<b>I fully understand this topic</b>
<p><b>Self-Improvement as a Learner:</b> Take part in Bright Futures workshop developing enterprise and employability skills</p>	Summer	<p><b>GB1:SD3:</b> <i>Be proactive in taking part in careers, employability and enterprise activities and assess the benefits to you as a learner</i></p> <p>Reflection            Reviewing Self-Manager        Enterprising Team Working        Communication</p>			
CAREER EXPLORATION: Learning Activity					
<p><b>Exploring careers &amp; career development:</b> What is it like to apply and work in this industry? What opportunities are there and what does the employer look for in an application</p> <p>Take part in Work experience week and volunteering programme.</p>	Autumn Spring	<p><b>GB5/6:CE1:</b> <i>Reflect on how changing career processes and structures effect people's experiences and management of their career development</i></p> <p>Questioning        Researching Communication    Analysing</p>			

		Initiative Participation			
<b>CAREER EXPLORATION: Learning Activity</b>	<b>TERM</b>	<b>Skills</b>	<b>Learning Outcomes</b>		
<b>Investigating Job &amp; Labour Market Information (LMI):</b> Investigate trends in HE admissions and consider possible implications for your own plans. Gather information about different pathways available by attending, apprenticeship and employer talks. Research local labour market opportunities, do they support your chosen career path.	Autumn Spring	<b>GB1/2/5:CE4:</b> <i>Be able to draw conclusions from researching and evaluating LMI to support your future plans</i> Questioning Communication Team Working Analysing	<b>I understand some of this</b>	<b>I understand most of this</b>	<b>I fully understand this topic</b>
<b>Learning about safe working practices and environments:</b> Attend and take part in presentation on safe working practices and environments to support work experience week.	Autumn	<b>GB1/5:CE6:</b> <i>Recognise different levels of risk and understand your rights/responsibilities linked to safe working practices</i> Communication Team working Participation Self Manager Questioning			
<b>CAREER MANAGEMENT :Learning Activity</b>					
<b>Making the most of careers information advice and guidance (IAG)</b> Attend employer, university, apprenticeship and volunteering talks taking the opportunity to ask questions to develop your knowledge of potential future pathways into work.	Autumn Spring	<b>GB2/5/7:CM1:</b> <i>Develop and make the most of your personal network of support. Show that you are a proactive user of careers information advice and guidance.</i> Communication Participation Analysing Self Manager			

CAREER MANAGEMENT :Learning Activity	TERM	Skills	Learning	Outcomes
<p><b>Preparing for employability:</b> Attend employer, university and apprenticeship talks. Take part in a week of work experience Attend CV writing/letter of application/ personal statement clinics delivered by universities and employers</p>	Autumn Spring Summer	<p><b>GB1/2/5/7:CM2:</b> Explain how you are developing your employability to meet your own expectations of employers and co-workers Objectivity Impartiality Analysing Decision making Strengths Weaknesses</p>	I understand some of this	I fully understand this topic
<p><b>Developing Personal Financial Capability:</b> Understand the importance of planning to manage your money in response to key life events both planned and unplanned. How to manage risk and temptations including understanding terms and conditions of contract and taking on loans</p>	Spring	<p><b>GB1:CM4:</b> Show how you have developed your personal financial capability to improve future decisions in life Researching Communication Analysing Self Manager Questioning</p>		
<p><b>Identifying choices &amp; opportunities:</b> Attend careers fair (biannual), University and Apprenticeship Skills Show, Young Professional Industry Day, and employer/ apprenticeship/ volunteering talks to support research and evaluation of you chosen career path. Take part in work experience and volunteering programme.</p>	Autumn Spring Summer	<p><b>GB1/2/5/7:CM5:</b> Be able to research and evaluate progression pathways that are open to you Decision making Analysing Researching Questioning Communication Reflecting</p>		
<p><b>Planning and Deciding:</b> Engage in post Careers/Apprenticeship action planning setting SMART targets</p>	Summer	<p><b>GB2/5/7:CM6:</b> Know how to make career enhancing plans and decisions Skills Confidence Qualities Decision Making Planning Communication</p>		

**To support the taught programme you will also:**

Have time to discuss your own plans, and set targets with your form tutor and parents

- Have open access to a well-stocked current careers resource centre.
- Take part in a work related learning and enterprise activity
- Access to an independent and impartial *Careers Guidance Advisor*

**To help you see what you have achieved, you will be asked to complete a questionnaire related to the programme.**